

Element Performance Inspection (EPI) Data Collection Tool

4.2.10 Aircrew Designated Examiner (ADE) Program (OP)

ELEMENT SUMMARY INFORMATION

Purpose of this Element (certificate holder's responsibility):

- To provide a sufficient number of qualified individuals to staff the Aircrew Designated Examiner (ADE) Program.

Objective (FAA oversight):

- To determine the effectiveness of the certificate holder's procedures in meeting the desired output of the process.
- To determine if the certificate holder follows its procedures, controls, process measurements, and interfaces for the Aircrew Designated Examiner (ADE) Program.
- To determine if there were any changes in the personnel identified by the certificate holder as having responsibility and/or authority for the Aircrew Designated Examiner (ADE) Program.

Specific Instructions:

- Aircrew Program Managers (APM) or their designees should accomplish this EPI.

Related EPIs:

- 4.2.3 Training of Flight Crewmembers (OP)
- 4.2.7 Training of Check Airmen and Instructors (OP)
- 4.2.9 Outsource Crewmember Training (OP)
- 4.2.8 Simulators / Training Devices (OP)
- 4.3.2 Appropriate Airmen / Crewmember Checks and Qualifications (OP)

SUPPLEMENTAL INFORMATION

Specific Regulatory Requirements (SRRs):

- SRRs:
 - 121.135(a)(1)
 - 121.135(b)(1)
 - 121.135(b)(2)
 - 121.135(b)(3)
 - 183.13(b)
 - 183.15(b)
 - 183.15(d)
 - 183.17

Related CFRs & FAA Policy/Guidance:

- Related CFRs:
 - Intentionally left blank
- FAA Policy/Guidance:
 - FAA Order 8000.88, chapters 1-3

- FAA Policy/Guidance:
FAA Order 8400.10, volume 5, chapters 5 & 6
AC 120-68C

| EPI SECTION 1 - PERFORMANCE OBSERVABLES | |
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| <p>Objective: (FAA oversight responsibility): The tasks and questions in this section of the data collection tool (DCT) are designed to assist the inspector in determining if the certificate holder follows its written procedures and controls and meets the established performance measures of the process. To accomplish this, questions have been generated to test both the outputs of the process as well as the process itself. Question 1 and its following subquestions are directed at the output(s) of the process, whereas questions 2-6, when answered, should be directed at the process itself</p> | |
| Tasks | |
| | To meet this objective, the inspector must accomplish the following tasks: |
| 1. | Review the information listed in the Supplemental Information section of this DCT. |
| 2. | Review the policies, procedures, instructions, and information for the Aircrew Designated Examiner (ADE) Program contained in the certificate holder's manual. |
| 3. | Review the last accomplished associated safety attribute inspection (SAI) for this element with emphasis on the controls, process measurements, and interface attribute section responses. |
| 4. | Observe the Aircrew Designated Examiner (ADE) Program to gain an understanding of the procedures, instructions, and information contained in the certificate holder's manual. |
| 5. | Discuss the Aircrew Designated Examiner (ADE) Program with the personnel (other than management) who perform the duties and responsibilities required by the program. |

| Questions | | |
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| | To meet this objective, the inspector must answer the following questions: | |
| 1. | Determine whether the following performance measures were met: | |
| 1.1. | Did the certificate holder have an appropriate number of Aircrew Designated Examiners (ADEs)? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain |
| 1.2. | Did the ADEs meet the certificate holder's requirements for qualification and certification ? <i>Related Performance JTIs:</i> <ol style="list-style-type: none"> Check at the examiner records repository that each Aircrew Program Designee is employed by the air carrier. <i>Sources:</i> 8400.10 Volume 5, Chapter 5, Section 1. 353., A. Check at the examiner records repository that each Aircrew Program Designee is qualified as a check airmen for that air carrier. <i>Sources:</i> 8400.10 Volume 5, Chapter 5, Section 1. 353., A. Check at the examiner records repository that each Aircrew Program Designee was trained in the Aircrew Designated Examiner program associated with the air carrier's own program of airman qualification using its own flight simulators. <i>Sources:</i> 8400.10 Volume 5, Chapter 5, Section 1. 355., C. (1) Check at the examiner records repository that each Designated Flight Engineer Examiner candidate holds an FAA flight engineer certificate. <i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 473., A. Check at the examiner records repository that each Aircrew Program Designee candidate possess the appropriate type rating. <i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 473., A. Check at the examiner records repository that each Aircrew Program Designee candidate is an FAA-approved simulator proficiency check | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain |

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| | <p>airman in the type aircraft the examiner is to perform examiner duties. <i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 473., A.</p> <p>7. Check at the examiner records repository that each Aircrew Program Designee candidate is an FAA approved line check airman-all seats and proficiency check airman-airplane if the candidate is to perform examiner duties in an aircraft. <i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 473., A.</p> <p>8. Check at the examiner records repository that each Designated Flight Engineer Examiner candidate possesses the appropriate class rating. <i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 473., A.</p> <p>9. Check at the examiner records repository that each Designated Flight Engineer Examiner candidate is an FAA-approved check flight engineer in the type aircraft the examiner is to perform examiner duties. <i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 473., A.</p> | |
| 1.3. | <p>Were observations both by and of the ADEs properly completed after formal training?</p> <p><i>Related Performance JTIs:</i></p> <p>1. Check at the examiner records repository that each Aircrew Program Designee candidate has observed an oral certification test. <i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 475., B.</p> <p>2. Check at the examiner records repository that each Aircrew Program Designee candidate conducting checks in an aircraft has observed an airman certification test in an aircraft. <i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 475., B.</p> <p>3. Check at the examiner records repository that each Aircrew Program Designee candidate conducting checks in a simulator has observed an airman certification test in a simulator. <i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 475., B.</p> <p>4. Check at the examiner records repository that each Aircrew Program Designee candidate was observed conducting an oral certification test. <i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 475., B.</p> <p>5. Check at the examiner records repository that each Aircrew Program Designee candidate conducting checks in an aircraft was observed performing a test in an aircraft. <i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 475., B.</p> <p>6. Check at the examiner records repository that each Aircrew Program Designee candidate conducting checks in a simulator was observed performing a test in a simulator. <i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 475., B.</p> <p>7. Check at the examiner records repository that each Designated Flight Engineer Examiner candidate observed an oral certification test. <i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 475., B.</p> <p>8. Check at the examiner records repository that each Designated Flight Engineer Examiner (aircraft) candidate observed an aircraft certification test. <i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 475., B.</p> <p>9. Check at the examiner records repository that each Designated Flight Engineer Examiner (simulator) candidate observed a simulator certification test.</p> | <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No, Explain</p> |

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| | <p><i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 475., B.</p> <p>10. Check at the examiner records repository that each Designated Flight Engineer Examiner candidate was observed conducting an oral certification test.</p> <p><i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 475., B.</p> <p>11. Check at the examiner records repository that each Designated Flight Engineer Examiner (aircraft) candidate was observed conducting an airman certification test in an aircraft.</p> <p><i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 475., B.</p> <p>12. Check at the examiner records repository that each Designated Flight Engineer Examiner (simulator) candidate was observed conducting an airman certification test in a simulator.</p> <p><i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 475., B.</p> | |
| 1.4. | <p>Had each ADE performed the appropriate number of certification events within the past 12 months?</p> <p><i>Related Performance JTIs:</i></p> <p>1. Check at the examiner records repository that each Aircrew Program Designee was observed conducting a complete certification at least once within the year preceding renewal of a designation.</p> <p><i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 483., C.</p> <p>2. Check at the examiner records repository that each Designated Flight Engineer Examiner was observed conducting a complete certification at least once within the year preceding renewal of a designation.</p> <p><i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 475., C.</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain |
| 1.5. | <p>Were observed certification events conducted in accordance with the Practical Test Standards?</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain |
| 1.6. | <p>Were observed certification events conducted in accordance with the certificate holder's procedures?</p> <p><i>Related Performance JTIs:</i></p> <p>1. Check at the examiner records repository that each certification activity conducted by an Aircrew Program Designee is limited to pilot certificates.</p> <p><i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 471.</p> <p>2. Check at the examiner records repository that each certification activity conducted by an Aircrew Program Designee is limited to one aircraft type.</p> <p><i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 471.</p> <p>3. Check at the examiner records repository that an Aircrew Program Designee performs airman certification only for airmen trained under the air carrier's FAA approved training program.</p> <p><i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 471., A.</p> <p>4. Check at the examiner records repository that a Designated Flight Engineer Examiner only performs airman certification for airmen trained under the air carrier's FAA approved training program.</p> <p><i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 471., A.</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain |
| 1.7. | <p>Did ADEs perform evaluations only within the date limitations of their authorizations?</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain |

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| | <p><i>Related Performance JTIs:</i></p> <ol style="list-style-type: none"> 1. Check at the examiner records repository that each designated examiner Certificate of Authority has an expiration date one year after the date it was issued. <i>Sources:</i> 121.135(a)(1) 2. Check at the examiner records repository that each renewed designated examiner Certificate of Authority has an expiration date one year after the date it is issued. <i>Sources:</i> 121.135(a)(1) 3. Check at the examiner records repository that no Designated Flight Engineer Examiner conducted certification tests after such designation expires. <i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 475., A. 4. Check at the examiner records repository that no Designated Flight Engineer Examiner has conducted certification tests after the designation expired. <i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 475., A. | |
| 1.8. | <p>Did ADEs perform evaluations only within the privilege limitations of their authorizations?</p> <p><i>Related Performance JTIs:</i></p> <ol style="list-style-type: none"> 1. Check at the examiner records repository that each designated examiner has a Certificate of Authority specifying the kinds of designation for which the person is qualified. <i>Sources:</i> 121.135(a)(1); 183.13(b) 2. Check at the examiner records repository that each designated examiner has a Certificate of Designation specifying the kinds of designation for which the person is qualified. <i>Sources:</i> 121.135(a)(1); 183.13(b) 3. Check at the examiner records repository that each Aircrew Program Designee is employed by the air carrier. <i>Sources:</i> 8400.10 Volume 5, Chapter 5, Section 1. 353., A. 4. Check at the examiner records repository that each Aircrew Program Designee is qualified as a check airmen for that air carrier. <i>Sources:</i> 8400.10 Volume 5, Chapter 5, Section 1. 353., A. 5. Check at the examiner records repository that each designated examiner conducts only those tests indicated on the examiner's Certificate of Authority. <i>Sources:</i> 8400.10 Volume 5, Chapter 5, Section 1. 357., A. 6. Check at the examiner records repository that no designated examiner conducts tests for a certificate or rating that the designated examiner does not hold. <i>Sources:</i> 8400.10 Volume 5, Chapter 5, Section 1. 357., A. 7. Check at the examiner records repository that each designated examiner is issued only one FAA Form 8430-9, "Certificate of Authority." <i>Sources:</i> 8400.10 Volume 5, Chapter 5, Section 1. 357., D. 8. Check at the examiner records repository that each certification activity conducted by an Aircrew Program Designee is limited to pilot certificates. <i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 471. 9. Check at the examiner records repository that each certification activity conducted by an Aircrew Program Designee is limited to one aircraft | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain |

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| | <p>type.</p> <p><i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 471.</p> <p>10. Check at the examiner records repository that an Aircrew Program Designee performs airman certification only for airmen trained under the air carrier's FAA approved training program.</p> <p><i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 471., A.</p> <p>11. Check at the examiner records repository that no Aircrew Program Designee conducts FAA knowledge tests.</p> <p><i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 471., B.(2)</p> <p>12. Check at the examiner records repository that no Aircrew Program Designee conducts special medical evaluations.</p> <p><i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 471., B.(2)</p> <p>13. Check at the examiner records repository that no Aircrew Program Designee conducts tests for waivers.</p> <p><i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 471., B.(2)</p> <p>14. Check at the examiner records repository that no Aircrew Program Designee conducts competency tests under USC 44709.</p> <p><i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 471., B.(2)</p> <p>15. Check at the examiner records repository that each certification activity conducted by a Designated Flight Engineer Examiner was limited to flight engineer certificates only.</p> <p><i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 471.</p> <p>16. Check at the examiner records repository that each certification activity conducted by a Designated Flight Engineer Examiner was limited to one aircraft type.</p> <p><i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 471.</p> <p>17. Check at the examiner records repository that a Designated Flight Engineer Examiner only performs airman certification for airmen trained under the air carrier's FAA approved training program.</p> <p><i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 471., A.</p> <p>18. Check at the examiner records repository that no Designated Flight Engineer Examiner has conducted FAA knowledge tests.</p> <p><i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 471., B.(2)</p> <p>19. Check at the examiner records repository that no Designated Flight Engineer Examiner has conducted special medical evaluations.</p> <p><i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 471., B.(2)</p> <p>20. Check at the examiner records repository that no Designated Flight Engineer Examiner has conducted tests for waivers.</p> <p><i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 471., B.(2)</p> <p>21. Check at the examiner records repository that no Designated Flight Engineer Examiner has conducted competency tests under USC 44709.</p> <p><i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 471., B.(2)</p> | |
| 2. | Were the certificate holder's policies, procedures, instructions, and information, contained in its manual, for the ADE Program followed? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain |
| 3. | Were the ADE Program controls followed? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain |
| 4. | Did the records for the ADE Program comply with the instructions provided in the certificate holder's manual? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain |

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| 5. | Were the process measurements for the ADE Program effective in identifying problems or potential problems and providing corrective action for them? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain |
| 6. | Did personnel properly handle the associated interfaces by complying with other written policies, procedures, instructions, and information that are related to this element? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain |

| EPI SECTION 1 - PERFORMANCE OBSERVABLES Drop-Down Menu | |
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| 1. | Personnel. |
| 2. | Tools and Equipment. |
| 3. | Technical Data. |
| 4. | Procedures, policies or instructions or information. |
| 5. | Materials. |
| 6. | Facilities. |
| 7. | Controls. |
| 8. | Process Measures. |
| 9. | Interfaces. |
| 10. | Desired Outcome. |
| 11. | Other. |

EPI SECTION 2 - MANAGEMENT RESPONSIBILITY & AUTHORITY OBSERVABLES

Objective: To determine if the person identified by the certificate holder as having responsibility and/or authority for the Outsource Organization process is qualified, knowledgeable, and recognizes that responsibility and/or authority. (The person with the authority may or may not be the person with the responsibility.)

Tasks

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| | To meet this objective, the inspector must accomplish the following tasks: |
| | NOTE: If no personnel or major program changes (as defined by the principal inspector (PI)) affecting the responsibility or authority attributes for this element have occurred since the last SAI and/or EPI was accomplished, then do not perform tasks 3–6, below. Answer questions 1 and 2, below, and provide the name/title. |
| 1. | Identify the person who has overall responsibility for the Aircrew Designated Examiner (ADE) Program. |
| 2. | Identify the person who has overall authority for the Aircrew Designated Examiner (ADE) Program. |
| 3. | Review the duties and responsibilities for the person(s) who manage the Aircrew Designated Examiner (ADE) Program documented in the Certificate Holder's manual. |
| 4. | Review the appropriate organizational chart. |
| 5. | Discuss the Aircrew Designated Examiner (ADE) Program with the management personnel identified in tasks 1 and 2. |
| 6. | Evaluate the qualifications and work experience of the management personnel identified in tasks 1 and 2. |

Questions

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| | To meet this objective, the inspector must answer the following questions: | |
| 1. | Is there a clearly identified person who is responsible for the quality of the ADE Program? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title: |
| 2. | Is there a clearly identified person who has authority to establish and modify the certificate holder's policies, procedures, instructions, and information for the ADE Program? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title: |
| 3. | Does the responsible person know that he/she has responsibility for the ADE Program? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change |
| 4. | Does the person with authority know that he/she has authority for the ADE Program? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change |
| 5. | Does the person with responsibility for the ADE Program meet the qualification standards? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change |
| 6. | Does the person with authority to establish and modify the ADE Program meet | <input type="checkbox"/> Yes |

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| | the qualification standards? | <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change |
| 7. | Does the person with responsibility understand the controls, process measurements, and interfaces associated with the ADE Program? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change |
| 8 | Does the person with authority understand the controls, process measurements, and interfaces associated with the ADE Program? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change |
| 9. | Does the responsible person know who has authority to establish and modify the ADE Program? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change |
| 10. | Does the individual with authority know who has the responsibility for the ADE Program? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change |

| EPI SECTION 2 - MANAGEMENT RESPONSIBILITY & AUTHORITY OBSERVABLES | |
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| Drop-Down Menu | |
| 1. | Assignment of responsibility. |
| 2. | Assignment of authority. |
| 3. | Does not understand procedures, policies or instructions and information. |
| 4. | Does not understand controls. |
| 5. | Does not understand process measurements. |
| 6. | Does not understand interfaces. |
| 7. | Span of control. |
| 8. | Position vacant. |
| 9. | Other. |